

PREFACE

All praise be to Allah alone who is the Lord of all that exist; and peace and blessings of Allah be upon the Prophet Mohammad, his family and his companions. To Proceed: “And You honor whom You will, and You humiliate whom You will. “ Al-Quran

Having studied English with both native speakers and those who had learnt English as a second language, put me in the best position to author books on English Language. I initially studied English with foreigners and then went abroad to complete my higher Education. When I studied with native English speakers I experienced completely different way of teaching and the standards of teaching. Furthermore, when I studied Creative Writing course with the native speakers I developed key skills which I used while authoring this book and the other books I authored. I have also studied Psychology, so I knew before authoring the books that the organization of the book as essential as the contents, so I made sure the books are organized in such way that whatever knowledge the students gain from these books is passed on to their long term memory.

In the Comprehensive Course I have focused on the key and complex topics of English Grammar and made sure these topics are presented in such way that the students do not find it hard or confusing. It took me a long time to research these topics, but it was worth it as I have included the best explanation available over there and I am more than certain that anyone who studies the Comprehensive Course would certainly excel in the major topics of grammar which have been explained in this book.

Last but not the least I am grateful to all those who kept on encouraging me throughout all this time. I am specially grateful to Sir Mohammad Waqas for encouraging me and guiding me throughout the process which indeed made this painstaking task possible.



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The past participle

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Key Points:

- The past participle is used in present and past perfect tenses
- The past participle is also used in the passive
- The past participle for regular verbs is the same as the simple past form.

1 The Base Form	love	drink
2 The -S Form	loves	drinks
3 The Past Form	loved	drank
4 The -ING Form	loving	drinking
5 The Past Participle Form	loved	drunk

Verbs in English have five forms:

1. The base or dictionary form
2. The simple present form (third person singular)
3. The past form
4. The past participle
5. The present participle

The Base Form

The base form or root form or dictionary form, is the form listed in the dictionary. It is the version of the verb without any endings (endings such as -s, -ing, and ed). The base form is the same as the infinitive (e.g., to walk, to paint, to think) but without the to.

The Past Participle Form

A past participle is a word that:

- a) is formed from a verb
 - b) is used as an adjective or to form verb tense
 - c) probably ends with "-ed," "-d," "-t," "-en," or "-n."
- e.g. his painted skin - painted an **adjective** (from "to paint")
- e.g. I have forgotten my book. **verb tense** (from "to forget")
- e.g. Interested, excited, sent, taken, forgotten seen

1	Base Form	Take
2	The -S Form (also called the Third Person Singular Present Tense Form)	Takes
3	Past Form	Took
4	The -Ing Form (also called the Present Participle Form)	Taking
5	The Past Participle Form	Taken

THE COMPREHENSIVE COURSE

	The Base Form	The S-Form	The Past Form	The Past Participle	The Present Participle
Regular verbs	finish arrive	finishes	finished	finished	finishing
Irregular verbs	see eat make sing go	sees eats makes sings goes	saw ate made sang went	seen eaten made sung gone	seeing eating making singing going

1. EXERCISE: Write the past participle

The Base Form	The S-Form	The Past Form	The Past Participle	The Present Participle
finish	finishes	finished	finished	finishing
see	sees	saw	seen	seeing
go				
have				
meet				
call				
be				
do				
know				
fly				
eat				
study				
stay				
come				
ride				
write				
rain				
read				
start				
begin				
make				
abandon				
become				
promise				



The Past Perfect Tense : also called the pluperfect, is a verb tense which is used to talk about an action or state that was completed before another action or time in the past.

Structure: The structure for the past perfect affirmative statements is
Subject + had + past participle + rest of the sentence

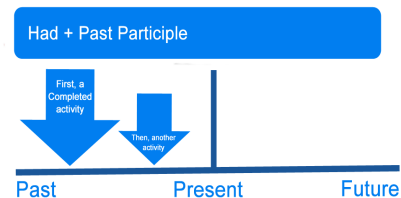
Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example:

He had already departed, when the ambulance arrived. (action)

I had been an English teacher before 2010. (state)

Past Perfect Tense



Remember: The past perfect tense is used to make clear that one event happened before another in the past. It does not matter which event is mentioned first - the tense makes it clear which one happened first.

Example: The train had left, when I reached the station.

When I reached the station, the train had left.

Structure: The structure for the past perfect negative statements is
Subject + had + not + past participle + rest of the sentence

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: They had not eaten lunch when I came home.

Key Points:

- The term perfect comes from Latin word perfectus which means achieved, finished or completed
- First action is demonstrated by the perfect tense and the second one by simple past tense
- To make negative statements, just insert not between had and the past participle

Structure: The structure for the past perfect interrogative statements is
had + subject + past participle + rest of the sentence

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

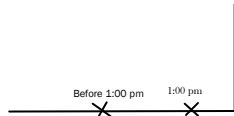
Example: Had they eaten lunch when you came home?

*The past participle of "to get" is "gotten" in American English. In British English, the past participle is "got."



USING THE PAST PERFECT TENSE

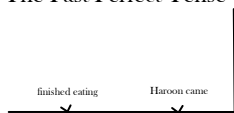
The Past Perfect Tense



I was not hungry at 1:00 pm I had already eaten.

The past perfect tense expresses an activity that occurred before another time in the past. In the above example I was not hungry at 1:00 pm because I had already eaten before 1:00 pm.

The Past Perfect Tense



I had eaten when Haroon came.

The past perfect tense expresses an activity that was completed before a particular time/activity in the past. In the above example my meal was completed before Haroon came.

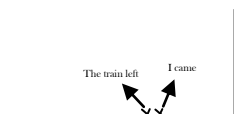
The Past Perfect Tense



I had been a soccer player before year 2010.

The past perfect tense expresses state that was completed before a particular time in the past. In the above example I was a soccer player but when year 2010 came I was no longer a soccer player.

The Past Perfect Tense



The train had just left when I arrived at the station.

Just is used with the past perfect tense to refer to an event that was only a short time earlier than a particular action or time in the past. In the above example the train left just before I arrived at the station.

1. EXERCISE: Fill in the blanks using the past perfect tense.

Key Points:

- The difference between action verbs and state verbs is that action verbs can have both simple and continuous forms. State verbs, on the other hand, do not normally have continuous forms. This is probably because continuous forms are mainly used to talk about temporary situations. States, on the other hand, tend to be permanent or long lasting.

- She..... in Iraq before she went to Turkey. (to live)
- We were late for the plane because we..... our passports. (to forget)
- The children..... their homework, so they were in trouble. (not/do)
- The grass was yellow because it all summer. (not/rain)
- The garden was dead because it dry all summer. (to be)
- After Ahmad..... his breakfast, he left the flat. (to finish)
- The cat hid under the chair because the children..... so loud. (to be)



2. EXERCISE: Complete the following interrogative sentences using the past perfect tense.

1. _____ (you / go) there before we went together?
2. Why _____ (he / forgot) about the meeting?
3. _____ (it / be) cold all week?
4. _____ (she/ read) the book before the class?
5. When she arrived, _____ (we / eat) already?
6. Where _____ (you / be) when I saw you?
7. _____ (they / travel) by bullet train before?
8. _____ (you / do) your homework before I saw you?

3. EXERCISE: Complete the sentences using contracted/ short forms. Use of contracted forms in spoken language using the past perfect tense is not common, nonetheless listen to your teacher saying these contracted forms.

	Long Form	Short Form
1. Before Ahmad did his homework he.....at the library. (he, study)	He had	He'd
2.hum somewhere before. (she, meet)	She had	She'd
3. The lights went off because the electricity bill. (we, not, pay)	I had	I'd
4.for the test, so you were not nervous. (you, study)	We had	We'd
5. When I got to the restuarant..... the food. (they, order)	You had	You'd
6. a new phone when he offered me his one. (I, buy)	They had	They'd
	He had	He hadn't
	She had	She hadn't

Key Points:

- The contraction I'd can mean either 'I would' or 'I had'
- Understand the meaning of I'd or (he'd, she'd, we'd etc) from the context of the sentence if unable then look at the verb form that follows it:
- Would is followed by the bare infinitive
- Would can also be followed by the perfect infinitive (have+ Past participle)
- Had is followed by a past participle

4. VERBAL COMMUNICATION:

Ask and answer questions using the past perfect tense.

Participant 1: Assalamu Alaikum, Where had you been?

Participant 2: I had been to Wardak province.

Participant 1: Had you never seen Wardak province before?

Participant 2: No, I had not seen Wardak province before.

Participant 1: I had come to your house, but you had already left.



Simple Past Tense VS Past Perfect Tense

Past events and sequential past actions (Simple Past Tense)

Laiba flew to Islamabad yesterday. First he checked in and then she went to the gate. Finally the plane was ready for boarding and Laiba got on the plane.

Past events and actions prior to a certain point or event in the past (Past Perfect Tense)

As she had never travelled by plane before, she was a little nervous. She had already fastened her seatbelt when the flight attendants gave the safety demonstration. After the flight attendants had completed the safety demonstration, the plane took off.

After/before/when with Simple Past and Past Perfect

Simple Past Tense	Past Perfect Tense
<p>The clause with <i>after</i> has no verb</p> <p><i>Example:</i> After the safety demonstration, the plane took off.</p>	<p>The verb appears in the clause with <i>after</i></p> <p><i>Example:</i> After the flight attendants had completed the safety demonstration, the plane took off.</p>
<p>The action in the clause with <i>when</i> takes place after the action in the first clause.</p> <p><i>Example:</i> She had already fastened her seatbelt <i>when</i> the flight attendants gave the safety demonstration.</p>	<p>The action in the clause with <i>when</i> was completed just before the new action began.</p> <p><i>Example:</i> When she had fastened her seatbelt, the flight attendants gave the safety demonstration.</p>
<p>The action in the clause with <i>before</i> began after the other action was completed.</p> <p><i>Example:</i> All passengers boarded/had boarded <i>before</i> the plane took off.</p>	<p>clause with <i>before</i> was not yet completed when the other action began.</p> <p><i>Example:</i> The plane took off <i>before</i> all passengers had boarded.</p>



5 . FOCUS ON READING: Do You Speak English?

I had an amusing experience last month. After I had left a small village in the south of Punjab, Pakistan. I drove on to the next town. On the way, a young man waved at me. I stopped and he asked me for a lift. As soon as he had gotten into the car, I said good morning to him in Punjabi and he replied in the same language. Apart from a few words, I do not know any a Punjabi at all. Neither of us spoke during the journey.

I had nearly reached the town, when the young man suddenly said, very slowly, “Do you speak Pashto?” As I soon learned, he was a Pashtoon himself.

6. FOCUS ON WRITING: Answer the following questions as precisely as possible (avoid using unnecessary words and keep your answers as short as possible).

1. Whom did the driver give a lift to in the south of Punjab last month?
2. Did they greet each other in Pashto or Punjabi?
3. Does the driver speak any Punjabi or not?
4. Did they sit in silence, or did they talk to each other?
5. What did the young man say at the end of the journey?
6. Was he a Pashtoon himself, or was he a Punjabi?

.....

.....

.....

.....

.....

.....

7. FOCUS ON WRITING: Write a short story on what you did last month using the simple past tense and the past perfect tense.**Key Points:**

- Organize your ideas
- Reduce wordiness



The Present Perfect Tense: Shows an action or state which started and finished at an indefinite time in the past.

Structure: The structure for the present perfect affirmative statements is
Subject + has/have + past participle + rest of the sentence

Remember: It does matter if the subject is singular or plural;
as the structure changes.

Structure: The structure for He/She affirmative statements is
Subject + has + past participle + rest of the sentence

Example: She has cooked the dinner.

Structure: The structure for I/You/We/They affirmative statements is
Subject + have + past participle + rest of the sentence

Example: I have done my home work.

Structure: The structure for the present perfect negative statements is
Subject + has/have + not + past participle + rest of the sentence

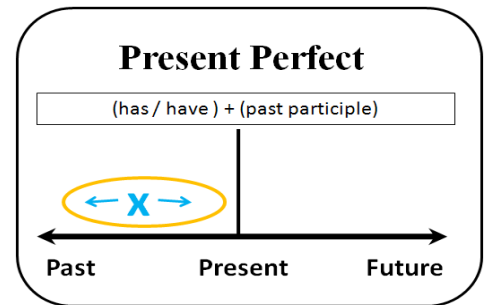
Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: She has not done the dinner dishes.
They have not gone to Afghanistan.

Structure: The structure for the present perfect interrogative statements is
Has/Have + subject + past participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: Has she washed the clothes?
Have they gone to Afghanistan?



Key Points:

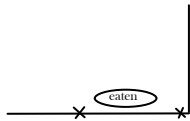
- Has is used for he, she, it
- Have is used for I, you, we, they

*Been is the past participle of be. Gone is the past participle of go. Use been to describe completed visits. If you have visited a place on holiday and then returned you have been there.



USING THE PRESENT PERFECT TENSE

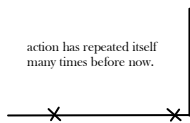
The Present Perfect Tense



Sidra has already eaten lunch.

The present perfect tense expresses an activity or situation that occurred (or did not occur) before now at some unspecified time. In the above example Sidra has eaten lunch before now but the exact time is not known to us.

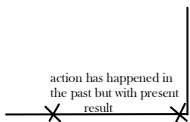
The Present Perfect Tense



I have eaten at that restaurant many times.

The present perfect tense expresses an activity which were repeated more than once at some unspecified time before now. In the above example I have eaten meal in that restaurant many times but the time is unspecific.

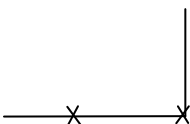
The Present Perfect Tense



I have lost my wallet. (I can't find it)

The present perfect tense expresses a past event which result can be seen/felt in the present. In the above example I lost my wallet and I know it because I don't have it anymore, but I don't know when did I lose it.

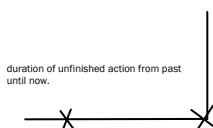
The Present Perfect Tense



I have just finished authoring my book.

Just is used with the present perfect tense to refer to an action that was only a short time earlier before now. In the above example I recently finished authoring my book.

The Present Perfect Tense



I have lived in Peshawar for five years.

The present perfect tense expresses duration of an unfinished action. In the above example I have lived in Peshawar for five years and I still live in it.



1. EXERCISE: Complete the sentences with the words in the round brackets (parenthesis) using the the present perfect tense.

- Ahmad's brother. I met him at a party last week. (I, meet)
- my work. I finished it two hours ago. (I, finish)
- Mr. Khalil travels to Dubai frequently. there many times.. (she, fly)
- Abdullah and Abid are old friends. each other for a long time. (they, know)
- I don't like this weather. cold and cloudy for the last three days. (it, be)
- Your English is getting better. a lot of English since you came here. (you, learn)
- My wife and I came here two months ago. in this city for two months (we, be)
- Hamid can go to bed now. his homework. (he, finish)

2 EXERCISE: When the native speakers use the present perfect, they often contract have and has with nouns in everyday speech. Listen to your teacher saying these sentences in normal contracted speech and practice saying and writing them yourself.

- Ali has been in Islamabad since last Tuesday.
- Surayyah has been out of town for two days.
- The weather has been terrible lately.
- My parents have been married for forty years.
- My friends have moved into a new apartment.
- My roommate has been in bed with a cold for the last couple of days.
- My aunt and uncle have lived in the same house for 25 years.

Key Points:

- Short forms: He's, She's, I've, We've, You've, They've

- Verbs which make contractions in English are:

- am → 'm is → 's
- are → 're will → 'ill
- would → 'd have → 've
- has → 's had → 'd

3. Pronunciation: Most contractions have two different pronunciations.

- The only contractions which pronunciations don't change are am and will.
- For the words have and had it depends on the sound before it whether it's a vowel sound or consonant.
vowel + 've = /v/ e.g. I've = /aɪv/
consonant + 've = /əv/ e.g. could've = /'kʊdəv/
- Vowel + 'd = /d/ e.g. I'd She'd consonant + 'd = /əd/ e.g. It'd Tom'd
- Exception: If someone's name ends with a vowel sound we treat it as consonant sound. e.g. Sophie'd
- Most sounds + 's (is, has) = /z/ e.g. He's She's Dave's
- After: /t/, /p/, /k/, /f/, /θ/ + 's (is, has) = /s/ e.g. it's top's



4 EXERCISE: Complete the sentences with the words in the round brackets (parenthesis) using the present perfect tense.

1. my brother a letter in a long time. (I, write, not)
2. a letter to the president of Pakistan. (I, write, never)
3. Anwar is working on his book, but.....yet. (he, finish, not)
4. my parents this year. I hope I meet them soon. (I, meet, not)
5. in class for the last couple of days. I hope he is okay. (Ali, be, not)
6. this book yet. (we, finish, not)
7. The children are late..... home from school yet. (they, come, not)
8. his job yet. (he, finish, job)

5 EXERCISE - Oral: Ask and answer questions using ever in the question.

Example: be in Istanbul//many times

Participant 1: Have you ever been in Istanbul?

Participant 2: Yes, I have been in Istanbul many times. (No, I haven't. I've never been in I

1. be in Europe//never.....
2. be in Africa//several times.....
3. eat Chinese food//a couple of times.....
4. eat??? food//not yet.....

Key Points:

- Ever comes between the sub and the main verb.
- Never has the same usual position as adverbs of frequency. Never comes between the helping verb and the main verb with present perfect tense.
- In above questions, ever means in your life time, at any time in your life before now.
- Yet when used with present perfect, means at any time up to now. It is used in negative and interrogative sentences

5. play baseball//once in my life time.....
6. ride a horse//many times.....
7. ride a motorbike//several times.....
8. stay up all night//never.....
9. use a computer//many times.....
10. ride an elephant//never.....
11. pray evening prayer//not yet.....
12. be in love//a couple of times.....
13. eat Mexican food//once in my life time.....
14. steal something//never.....



Simple Past Tense VS Present Perfect Tense

I saw the movie. (Simple Past Tense)

I have seen the movie. (Present Perfect Tense)



“I saw the movie” and “I have seen the movie” both refer to an action that was **finished** in the **past**. But there is one important difference: “I saw the movie” suggests that you saw the movie at a **specific time** in the past. “I have seen the movie” suggests that you saw the movie at an **unknown time** in the past.

I went to my friends house last night.



Use the **simple past** to talk about a finished action that happened at a **specific time**. For example, “I went out with my friends last night.” The adverb “last night” is not required, but it does help **clarify** that the event happened at a specific time.

I have graduated from Oxford University.



Use the present perfect tense to stress the importance of a past event in the present. The sentence “I have graduated from Oxford University,” emphasizes the present effect of a past event – graduation. The exact time of the graduation is not important.

There are four more common situations that require the present perfect.

I have seen the movie three times.

Use the present perfect to express a repeated action. When an action happened more than one time in the past, use the present perfect. For example, “I have seen the movie three times”.

I have taught English for a long time.

Use the present perfect with the words “for” and “since.” to talk about the **duration** of an activity. They answer the question “how long?” For example, “I have studied English for a long time”.

I have never been to Greece.

The negative adverb “never” requires the present perfect. You can say, “I have never been to Greece.” You would not say, “I did never go to Greece.”

Have you ever eaten Chinese food?

Use present perfect when asking a question with “ever,” as in, “Have you ever eaten Chinese food?”



1. EXERCISE: Fill in the gaps using simple past tense or present perfect tense.

1. The Titanic.....(sink) in 1912.
2. Someone..... (steal) my motorbike! Now I'll have to walk home.
3. The Ahmad..... (fall) of his bike three times this month.
4. I..... (see) the movie 'The Sword Of Allah' three times. I'm going to see it tonight again.
5. I..... to Al-Fajr Institute everyday for the last six weeks.
6. When she was young, she.....(live) in Kabul.
7. Ouch! I.....(cut) my finger.
8. I.....(lose) my keys yesterday, so I couldn't get into the house. I eventually found it in my jacket.
9. His brother.....(visit) Ankara last year.
10. Laila.....(live) in Islamabad for the past fifteen years.
11. Dad!.....(you/finish) reading the paper yet?
12. I would love to visit Makkah. Unfortunately, I.....(be/never) there.
13. I'm afraid, I'm not hungry. I.....(eat/already)
14. How long..... (you/live) there before coming here?
15. Last week I.....(meet) an old lady called Sarah.
16. This morning something wonderful and amazing(happen) to me.
17. I.....(never/fly) by plane.

Key Points:

- There is no difference in meaning between someone and somebody, but somebody is more common in spoken English, and someone is more common in written English

2. Fun Activity: Learning English with jokes.

1. Mother: Don't fight again! You have already lost three teeth.
Son: I haven't lost them, mom. They are in my pocket.
2. My boss told me to have a good day... So I went home.
3. Dentist: Calm down. I haven't touched your tooth yet..
Patient: I know, but you are standing on my foot.



3. Vocabulary Exercise:

I) Choose a verb to complete these sentences in the present perfect simple form.

hear take win be lose

1. This is the first time I _____ part in a photography competition.
2. Do you know who _____ today's tennis match?
3. You _____ your keys at least five times since I've known you!
4. I think we _____ to the cinema three times so far this year.
5. I _____ this song lots of times before, but I'm not sure who the singer is.

II) Choose the better verb form, past simple or present perfect to complete these sentences.

6. I (wrote / I've written) five emails so far this morning and it's only eleven o'clock.
7. In the last few months I (didn't watch / haven't watched) much television.
8. Last year Sam (took part / has taken part) in three races.
9. I (found / I've found) three mistakes in this essay so far and I'm only on the first page.
10. Did you hear that the Russian athlete (broke / has broken) the world record last month?

III) Choose an expression to replace the word or phrase in bold without changing the meaning.

interrupt so far brag at this point amazing

11. The teacher left the room and just then all the lights went out in the building.
12. I can't believe he won the race. It's incredible.
13. It's rude to break into a conversation with strangers.
14. I've never met anyone famous up till now.
15. I don't want to boast, but I passed all my exams this year.

4. Exercise: Choose the correct prepositions to complete these sentences.

1. I've never taken part at / in / to a race in my life.
2. Can I break in / over / about at this point?
3. I could hear what they were saying but I wasn't trying to listen on / at / to their conversation.
4. I've no idea what you are talking at / about / by.
5. We've used a lot of electricity since the beginning of / to / for this month.



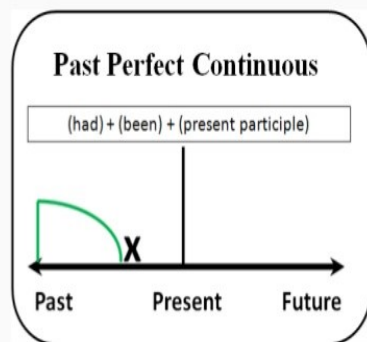
The Past Perfect Continuous Tense: The past perfect continuous tense (also known as the past perfect progressive tense) shows that an action that started in the past continued up until another time or action

Structure: The structure for the past perfect continuous affirmative statements is
Subject + had been + the verb's present participle (root + -ing) + rest of the sentence

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: He had been drinking milk out the carton when Mom walked into the kitchen.
I had been working at the company for five years when I got the promotion.

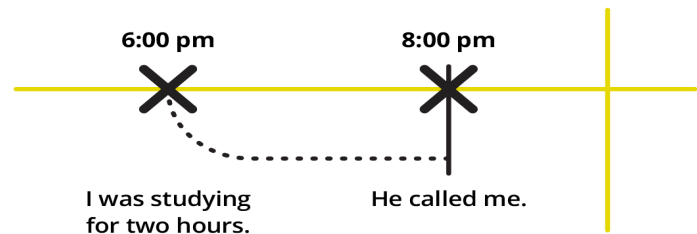
Graph For The Past Perfect Continuous Tense



DEFINITION

- The past perfect continuous indicates a **continuous** action that was completed at some point in the **past**

I had been studying for two hours by the time he called me last night. / By the time he called me last night, I had been studying for two hours.



USE OF WHEN, FOR, SINCE, & BEFORE

Example: Hussain had been walking three miles a day before she broke her leg.

Example: The program that was terminated had been working well since 1945.

Example: Inzimam had been playing on domestic level for 5 years when he was finally selected to play in national team.

Key Points:

- The past perfect continuous is a verb tense that indicates something that began in the past, continued in the past, and also ended at a defined point in the past.

Example: He had been throwing rocks at the neighbor window for five minutes before they finally came out and shouted stop it.



Structure: The structure for the past perfect continuous negative statements is
Subject + had+ not + been + present participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: They hadn't been speaking to each other for years.

Structure: The structure for the past perfect continuous interrogative statements is
Had + subject + been + present participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: Had it been raining since morning?

Structure: The structure for the past perfect continuous negative interrogative statements is
Had + subject + not + been + present participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: Had they not been watching TV, when we got there?

USING THE PAST PERFECT CONTINUOUS TENSE

Past Perfect Continuous



They had been living in Kandahar for ten years when USA invaded.

The past perfect continuous tense expresses a past action which was in progress before another action or time in the past. In the above example their living in Kandahar was in progress for ten years before USA invaded.

When USA invaded their living in Kandahar ceased.



The Past Perfect Continuous VS The Past Continuous Tense

Both past perfect continuous and past continuous show continuity of an action.

Example: I was watching my favourite program on TV. (This action was in progress at a certain point in the past.)

Example: I had been watching my favourite program on TV. (This action was in progress at a certain point in the past.)

The Past Continuous Tense emphasizes what happened when the interruption happened.

Example: When I arrived, Asad **was reciting the Quran**. (In this case the action of reciting the Quran is being emphasized)

The Past Perfect Continuous Tense emphasizes what happened before the interruption happened.

Example: I **had been looking** for my wallet, when my brother found it. (In this case the action of searching for wallet is emphasized)

The Past Perfect Continuous Tense emphasizes on the idea of duration.

Example: I had been living in Peshawar **for five years**.

The Past Continuous Tense shows an action was or wasn't interrupted by another action.

Example: I was doing my homework when he called me. (the action of doing homework was interrupted)

Example: I was listening to the Quran recitation while my brother was reciting. (both actions in progress at the same time)

1 EXERCISE: Complete the sentences with the words in the round brackets (parenthesis) using the past perfect continuous or past continuous tense.

1. I.....(wait) in the office for two hours when the boss finally arrived.

2. They.....(talk) for over an hour before the other member arrived.

3.(you/watch) the match when I called you.

Key Points:

- The Past Continuous Tense only shows continuity, on the other hand, The Past Perfect Continuous Tense shows also continuity and duration of a past event or state (or puts emphasized on the duration).

4. She.....(work) for that company for three years when it went out of business.

5. How long.....(you/wait) for Ali before he finally arrived.

6. I.....(have) lunch when he entered the restaurant.

7. While I.....(walk) home last Monday, I saw a terrible accident.

8. The footballers were tired because.....(play) for two hours.

9. Hussain.....(teach) at the international school for more than a year before he left for Dubai.

10. What.....(you/do) yesterday at 9:00 pm.



The Present Perfect Continuous Tense: The present perfect continuous (also called present perfect progressive) is used to show that an action which has started in the past and continued up to the present moment.

Structure: The structure for the present perfect continuous affirmative statements is
Subject + has/have + been + present participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Structure: The structure for He/She/It affirmative statements is
Subject + has + been + present participle + rest of the sentence

Example: She has been doing the dinner dishes for an hour.

Structure: The structure for I/You/We/They affirmative statements is
Subject + have + been + present participle + rest of the sentence

Example: They have been talking for the last hour.

Structure: The structure for the present perfect continuous negative statements is
Subject + has/have + not + been + present participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: She has not been eating since morning. (She hasn't been eating since morning.)
They have not been studying for their exam since last week.

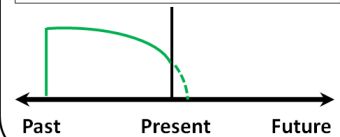
Structure: The structure for the present perfect continuous interrogative statements is
Have/has + subject + been + present participle + rest of the sentence

Remember: It does matter if the subject is singular or plural; as the structure changes.

Example: Has she been cleaning the living room?
Have they been living here?

Present Perfect Continuous

(has / have) + (been) + (present participle)



USE 1: We use the present perfect continuous to show that something started in the past and has continued up until now. "For five minutes," "for two weeks," and "since Tuesday" are all durations which can be used with the present perfect continuous.

Examples:

They have been talking for the last hour.

Professor Ali has been teaching at the university since June.

USE 2: We can also use the present perfect continuous **without** a duration such as "for two weeks." Without the duration, the tense has a more general meaning of "lately." We often use the words "lately" or "recently" to emphasize this meaning.

Examples:

Recently, I have been feeling really tired.

She has been watching too much television lately.

Have you been exercising lately?

Non-Continuous or Non-Progressive Verbs

USE 3: It is important to remember that non-continuous verbs and certain mixed verbs with non continuous meaning cannot be used in continuous tenses. Instead present perfect tense is used.

Examples:

Sam has been having his car for two years. *Not Correct*

Sam has had his car for two years. *Correct*

1 Exercise: Fill in the blanks with the correct form of the verbs using the present perfect continuous tense.

Key Points:

- Remember, **for** is used with a period of time. **Since** is used to refer to a specific point in time.
- Using the present perfect continuous in a question such as "Have you been feeling alright?", it can suggest that the person looks sick or unhealthy. A question such as "Have you been smoking?" implies that the person is smoking.

1. I (wait) for you since two o'clock.

2. Haleema (live) in Germany since 1992.

3. Why is he so tired? He (play) tennis for five hours.

4. How long (learn / you) English?

Adverb placement: always, only, never, ever, still, just, etc are placed before been. e.g. You have **only** been waiting here for one hour.



Verb Groups

1. Continuous Verbs: Physical actions that you can see someone doing.

Examples: to run, to walk, to eat, to fly, to go, to say, to touch etc.

2. Non-continuous Verbs: Verbs that represent things that you cannot see somebody doing.

Examples: to be, to want, to need, to care, to owe, to exist, to own, to belong, to possess, to hate, to fear etc.

3. Mixed Verbs: These verbs have more than one meaning. Some meanings behave like “Non-continuous Verbs,” while other meanings behave like “Continuous Verbs.”

Examples: to have, to appear, to see, to hear, to feel, to weigh, to look.

List of Mixed Verbs with Examples & Definitions:

To have:

I have a dollar now: Non-continuous Verb

(I possess a dollar.)

I am having fun now: Continuous Verb

(I am experiencing fun now.)

Use of having:

Having is only used when one talks about consumption:

I am having coffee.

OR

When one talks of a wanted experience

I am having fun.

It is never used while talking about possession or an unwanted experience.

Examples:

I am having a pen – Incorrect

I am having a headache – Incorrect



To appear:

Sehrish appears confused: Non-continuous Verb

(Sehrish seems confused.)

My favorite scholar is appearing on talk show tonight: Continuous Verb

(My favorite scholar is giving a talk at the talk show tonight.)

To smell:

The coffee smells good: Non-continuous Verb

(The coffee has a good smell.)

I am smelling the flowers: Continuous Verb

(I am sniffing the flowers.)

To taste:

The coffee tastes good: Non-continuous Verb

(The coffee has a good taste.)

I am tasting the cake: Continuous Verb

(I am trying the cake to see what it tastes like.)

To think:

He thinks the test is easy: Non-continuous Verb

(He considers the test to be easy.)

She is thinking about the question: Continuous Verb

(She is pondering the question, going over it in her mind.)

To be:

Adil is being formal: Continuous Verb

(Adil is behaving very formally. Usually he is not formal.)

NOTE: Only rarely is 'to be' used in a continuous form. This is most commonly done when a person is temporarily behaving badly or stereotypically. It can also be used when someone's behavior is noticeably different.



The Future Perfect Tense: The future perfect tense is used to talk about an action that will be completed between now and some point in the future.

Structure: The structure for the future perfect affirmative statements is
Subject + will + have + past participle + rest of the sentence

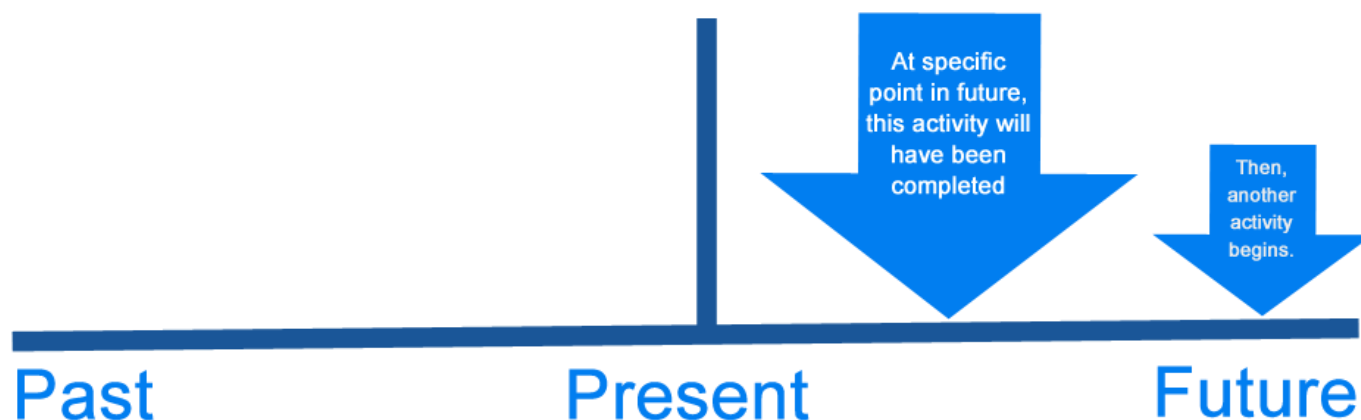
Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: I will have completed my assignment by 3 o'clock.
She will have cooked dinner by 8 o'clock.

Graph For The Future Perfect Tense

Future Perfect Tense

Will Have + Past Participle



Structure: The structure for the future perfect negative statements is
Subject + will + not + have + past participle + rest of the sentence

Key Points:

- After will we use base form of the verb - have the root/base verb not has so we do not use has after will.
- "will not" is sometimes written as the contraction "won't."

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: He will not have left by the time you get there.



Structure: The structure for the future perfect interrogative statements is
Will + subject + have + past participle + rest of the sentence

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: By the time we arrive, will they have finished the meal?

When Not to Use the Future Perfect Tense

The future perfect tense is only for actions that will be complete before a specified point in the future. In other words, the action you're talking about must have a deadline. If we don't mention a deadline, we use the simple future tense instead of the future perfect tense.

Example:

Husna will leave. **correct**

Husna will have left. **Incorrect**

NOTE: The deadline can be very specific (eight o'clock) or it can be vague (next week). It can even depend on when something else happens (after another action ends). It just has to be some time in the future.

1 Exercise: Make sentences (positive, negative or interrogative) in present perfect tense.

1. (I / leave by six) _____
2. (you / finish the report by the deadline?) _____
3. (when / we / do everything?) _____
4. (she / finish her exams by then, so we can go out for dinner) _____
5. (you / read the book before the next class) _____
6. (she / not / finish work by seven) _____
7. (when / you / complete the work?) _____
8. (they / arrive by dinnertime) _____
9. (we / be in Tehran for three years next week) _____
10. (she / get home by lunchtime?) _____



The Future Perfect Continuous Tense: Is used to describe actions that will continue up until a point in the future.

Structure: The structure for the future perfect continuous affirmative statements is
Subject + will + have + been + present participle + rest of the sentence

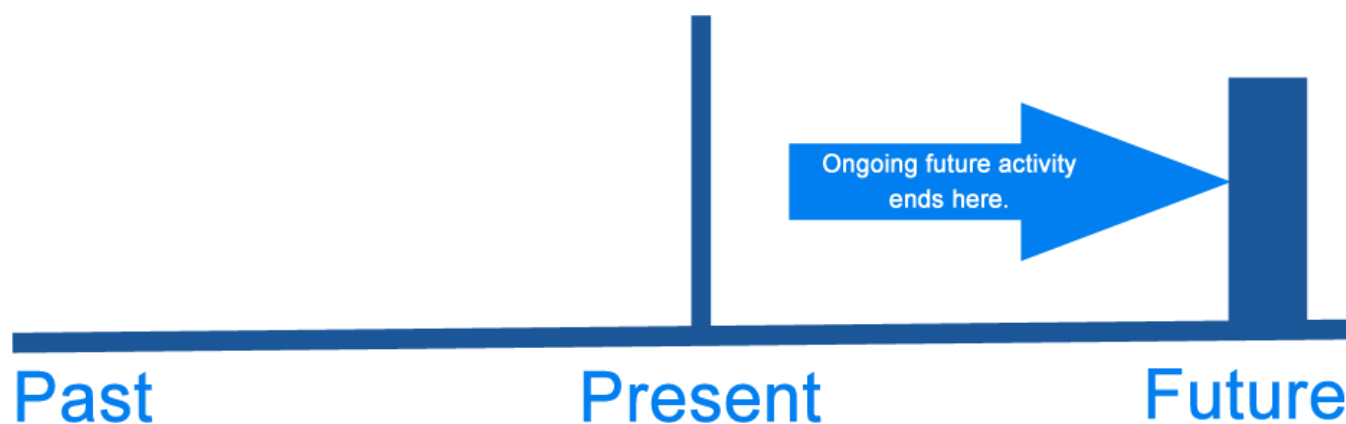
Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: When I turn thirty, I will have been Teaching English for ten years.

Graph For Future Perfect Continuous Tense

Future Perfect Progressive Tense

Will Have Been + Present Participle



Structure: The structure for the future perfect continuous negative statements is
Subject + will + not + have + been + present participle + rest of the sentence

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: He will not have been sleeping for four hours by midnight.



THE COMPREHENSIVE COURSE

Structure: The structure for the future perfect continuous interrogative statements is
Will + subject + have + been + present participle + rest of the sentence

Remember: It doesn't matter if the subject is singular or plural; the structure doesn't change.

Example: Will I have been teaching English for five years before 2022?

When not to use future perfect continuous?

Remember that non continuous and some mixed verbs with non continuous meaning like to be, to seem, or to know are not suited to the future perfect continuous tense. Instead, these verbs take the future perfect tense, which is formed with will + have + past participle.

Example:

Incorrect - On Thursday, I will have been knowing you for a week.

correct - On Thursday, I will have known you for a week.

Exercise: Make sentences with the verbs in the brackets using future perfect continuous tense.

1. I _____ (work), so I'll be tired.
2. She _____ (play) tennis, so she'll be hungry.
3. We _____ (walk) all day, so we'll want to relax in the evening.
4. He _____ (cook), so the kitchen will be warm.
5. They _____ (travel), so they'll want to go to bed early.
6. I _____ (work) in this company for twenty years when I retire.
7. She _____ (see) her parents for three years when they get to Afghanistan.
8. We _____ (live) here for ten years next month.
9. He _____ (study) English for three years when he takes the exam.
10. I _____ (sleep) for three hours at 10pm.

The Future Perfect Continuous with "Be Going To"

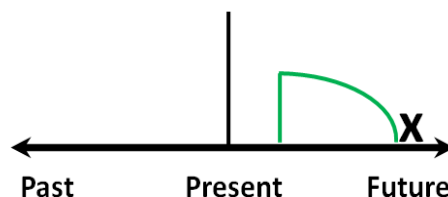
You are going to have been waiting for more than two hours when your plane finally arrives.

Are you going to have been waiting for more than two hours when your plane finally arrives?

You are not going to have been waiting for more than two hours when your plane finally arrives.

Future Perfect Continuous

(will) + (have) + (been) + (present participle)
(am / is / are) + (going to) + (have) + (been) + (present participle)



SECTION A - READING

SAILING

Yasir and Talha have owned their sailboat for 10 years. During that time, they have sailed together many times. They have sailed to lots of places.

They have sailed on the Pacific Ocean. They have also sailed on the Atlantic Ocean. They have even sailed around the Gulf of Mexico twice. However, they have never sailed on the Arctic Ocean or Indian Ocean.

In the last year, Yasir and Talha have sailed around the Hawaiian Islands and across the Hudson Bay. Roger and Melinda love to travel in their sailboat!



1 Exercise: Answer the following questions using present perfect tense.

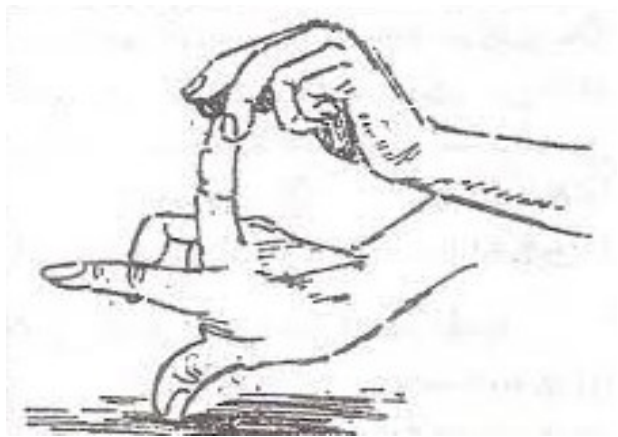
- I) For how many years have Yasir and Talha owned their sailboat?.....
- II) On which oceans have they sailed?.....
- III) On which oceans have they not sailed?.....
- IV) Where have Yasir and Talha sailed in the last year?.....

PLAYING MARBLES

Naeem has been playing the game of marbles since he was 5 years old. He likes to play marbles. He plays with the other kids. He also teaches other kids how to play the game.

Lately, he has been teaching Hasan how to play marbles. He has been teaching Hasan all the rules of the game. He has been teaching Hasan how to win.

Hasan is Naeem's friend. Recently, he has been learning to play marbles. He has been wishing to play the game for many years. The past few days, his friend, Naeem, has been teaching him how to play marbles. It is a fun game.



1 Exercise: Answer the following questions using present perfect continuous tense.

- I) How long has Naeem been playing the game of marbles?.....
- II) Lately, whom has Naeem been teaching to play marbles?.....
- III) What has Hasan been learning recently?.....



THE COMPREHENSIVE COURSE

OWNING A CAR



The Dawud family had never owned a car until they bought their first automobile in 1906. Before they bought it, they had only used horses and a buggy for transportation. They had never owned anything so expensive before they bought the car.

The Dawud family was very excited about their automobile. The children had never ridden in an automobile before their parents purchased the car. They had only seen a few automobiles when they went to town for supplies. But nobody they knew had ever owned an automobile before that day. They felt very lucky.

1 Exercise: Answer the following questions using past perfect tense.

I) What had the Dawud family used for transportation before they bought their first car.

.....

II) Had the children ever ridden in an automobile before their parents purchased the car?

.....

III) Had any of their friends ever owned an automobile?

.....

FEELING SICK



Saveera slept because she had been feeling very sick. In fact, Saveera had not been feeling well for three days. Her mother knew something was strange because Saveera had not been acting normal. She had not been finishing her meals for the past two days. She had not even been playing with her friends.

The doctor visited Saveera. He had been visiting many children since the sickness arrived. He examined Saveera. He gave Lisa medicine. He talked to Saveera's mother.

Saveera's mother had been praying for a week when Saveera woke up, she looked much better. She did not feel sick anymore. Everyone was happy that Saveera was better.

1 Exercise: Answer the following questions using past perfect continuous tense.

I) How had Saveera been feeling before she slept?.....

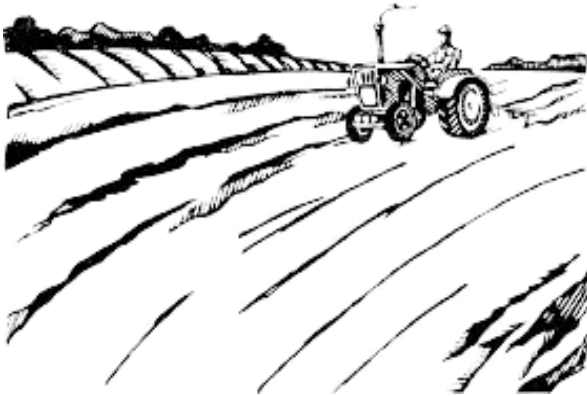
II) What had the doctors been doing since the sickness arrived?.....

III) How long had Saveera's mother been praying before Saveera woke up?.....



THE COMPREHENSIVE COURSE

PLANTING CROPS



Mr. Badam is a farmer. He owns a big farm. He plants crops in his fields in the spring. By the time he finishes planting this spring, he will have planted 10 acres of crops. He is going to have planted many crops.

Mr. Badam must finish planting before it starts to rain. He is working hard. At this rate, he will have finished planting before it rains. Mr. Badam and his horse will have worked many long hours by the time they finish tonight.

1 Exercise: Answer the following questions using future perfect tense.

I) How many acres of crops will Mr. Badam have planted by the time he finishes planting this spring.

.....

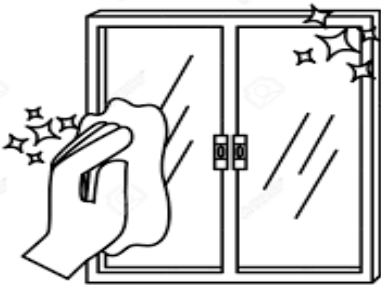
II) Will Mr. Badam have finished planting before it rains?

.....

III) How many hours will Mr. Badam and his horse have worked by the time they finish tonight?

.....

WINDOW WASHER



Jamal is a window washer. Today, he is going to be washing windows on the 13th floor of a downtown office building. He will have been washing windows for almost 10 hours when he finishes all of the windows on the 13th floor. He will be very tired tonight because he will have been working so hard.

Although the work is difficult, Jamal enjoys his job. In August, he will have been working as a window washer for 5 years. He will have been washing windows in this city for the past 5 years.

1 Exercise: Answer the following questions using future perfect continuous tense.

I) How many hours will Jamal have been washing windows when he finishes the 13th floor windows?

.....

II) Why will Jamal be tired tonight?

.....

III) In August, how long will Jamal have been working as a window washer?

.....



THE COMPREHENSIVE COURSE

USING ALREADY, YET, STILL, AND ANYMORE

Use of Already - The mail came an hour ago, but it hasn't come yet.

Position - midsentence

Meaning - something happened before now, before this time.

Use of Yet - I expected mail an hour ago, but it hasn't come yet.

Position - end of sentence.

Meaning - something did not happen before now, but may happen in the future.

Use of Still - It was cold yesterday. It is still cold today.

Position - midsentence

Meaning - A situation continues to exist from past to present without change.

Use of Anymore - I lived in Kabul two years ago but then I moved to another city. I don't live in Kabul anymore.

Position - end of sentence

Meaning - A past situation does not continue to exist at present, a past situation has changed.

1 Exercise: Complete the sentences with already, yet, still, or anymore.

1. It's 1:00 pm. I am hungry. I haven't eaten lunch.....
2. It's 1:00 pm. I am not hungry. I have..... eaten lunch.
3. Adil was hungry, but he ate a candy bar a few minutes ago, but he is.....
hungry so he is going to eat another candy bar.
4. I used to eat lunch at the cafeteria everyday. But
now I bring my own lunch to
school. I don't eat in cafeteria.....
5. Look! The rain has stopped. It isn't raining.....
6. I didn't understand this chapter in my biology book when I read it yesterday.
Since then, I have read it three times, but I..... don't understand it.
7. I started writing a letter to my parents yesterday, but I haven't finished it.....
I'll finish it later today and put it in the mail.
* I haven't finished it yet. I still haven't finished it.

Key Points:

- Already is used in affirmative sentences.
- Yet is used in negative sentences.
- Anymore is used in negative sentences.
- Still is used either in affirmative or negative sentences.
- In negative sentences still and yet expresses similar meaning.



2 Exercise: Yet and Still are frequently used in questions. Complete the following dialogues by using yet or still.

1. A: Is Maryam home.....?
B: No, but I am expecting her soon.
2. A: Is Saveera..... in her class?
B: Yes, she is. Her class doesn't end until 11:30.
3. A: Has Abdullah graduated.....?
B: No. He's still in school.
4. A: Have you eaten lunch.....?
B: No, I haven't.
5. A: Is the baby..... sleeping?
B: Yes, shhhhh. We don't want to wake him up?

3 Exercise: Complete the following sentences by using already, yet, still, or anymore.

1. A: Has Ali found a new.....?
B: No. He..... works at the bookstore.
2. A: When is your brother going to come to visit you?
B: He's..... here. He go here yesterday.
3. A: Do you live in Kabul City?
B: No. I don't live there..... I moved to another city.
4. A: I am going to have another sandwich.
B: What? You just ate three sandwiches!
A: I know, but I'm not full..... I'm..... hungry.
5. A: Would you like to see today's newspaper?
B: Thanks, but I've..... read it.



ACTIVE VOICE & PASSIVE VOICE

PROPERTIES OF VERBS

In English grammar, verbs have five properties: voice, mood, tense, person, and number:

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I) **Voice** - The two grammatical voices are **active and passive**.

II) **Mood** - There are three moods for verbs: The first one is indicative which is used ask questions or express opinions or express facts.

*Example: Monkeys smell really bad.
Does that monkey have red hair?*

The second mood is imperative which is used for commands, requests and per mission.

Example: Don't smoke!

The third mood is subjunctive which is used to express mental conceptions that are hypothetical, imagined or desired. It is often signaled by if.

Example: If I were you, I wouldn't study English.

III) **Tense** - Verb tense indicate the time that an action, state or condition happens or happened.

*Example: She goes to school everyday.
She went to school yesterday.*

IV) **Person** - Verb person indicate who is acting. First person (I, we), second person (you) or third person (he, she, it, or they).

Example: She got first position. You failed the final exam. I lost my phone.

V) **Number** - The last property is number. A verb will be either singular or plural and it must agree with its pronoun.

Example: I was getting late to school. They were getting late to school.

Key Points:

- Voice only applies to transitive verbs.
- In this chapter we are only concerned with first property which is active voice and passive voice.



Voice vs Sound

The word sound refers to a sensation caused in the ear by the vibration of the surrounding air or other medium. Sometimes it refers to the vibration causing the sensation.

On the other hand the word voice refers to the faculty of speech in the humans.

Voice According To Dictionary

Voice (n) the sound produced in a person's larynx and uttered through the mouth, as speech or song.

Example: He raised his voice.

Voice (n) a particular opinion or attitude expressed.

Example: a dissenting voice.

Voice (v) express (something) in words.

Example: get teachers to voice their opinions on important subjects.

Voice (v) utter (a speech sound) with resonance of the vocal cords. (e.g. b, d, g, v, z)

Example: He is unable to voice the g sound.

Voice According To Grammar

Voice according to grammar is one of the five properties of verbs (already explained in the previous page).

The two grammatical voices are **active** and **passive**.

Active Voice

Active voice means that a sentence has a subject that acts upon its verb. In other words in active voice subject is the door is the doer of an action.

Example: *The cashier counted the money.* (In this case the subject carried out the action of counting the money)

(subject) (v) (object)

Passive Voice

In passive voice subject is acted on by the verb or the subject is the receiver of an action.

Example: The money was counted by the cashier.
 (subject) (v) (object)



THE COMPREHENSIVE COURSE

CHANGING VOICE FROM ACTIVE TO PASSIVE

In this chapter we are going to focus on those tenses which are commonly changed from active to passive and ignore those tenses which aren't common.

Tense	Past	Present	Future
Simple	√	√	√
Continuous	√	√	×
Perfect	√	√	√
Perfect Continuous	×	×	×

Remember to take the following steps while changing from active voice to passive voice.

- | | |
|---|---|
| I) Object \Rightarrow Subject | ♦ While changing active voice to passive voice we must remember that the object of active sentence becomes the subject of passive sentence. |
| II) Changes \Rightarrow (will be explained) | ♦ Certain changes must be brought. |
| III) 3 rd verb + by | ♦ In passive sentences third form of the verb is used plus by in certain cases. |
| IV) Subject \Rightarrow Object | ♦ Subject of active sentence becomes object of passive sentence. |

SIMPLE PRESENT TENSE

The following changes must be brought while changing simple present tense active sentences to simple present tense passive sentences.

base form, the s-form, do, does \Rightarrow Is, Am, Are

Active	Passive (Be + past participle)
The news surprises me.	I am surprised by the news
The news surprise them.	They are surprised by the news.
Does she eat apples?	Are apples eaten by her?
Do they play cricket?	Is cricket played by them?

Key Points:

- Object pronouns become subject pronouns: me to I, him to he, her to she, us to we etc.

1 Exercise: Rewrite the sentences in passive voice.

- He opens the door. - **The door is opened by him.**
- We set the table.....
- She pays a lot of money.....
- I draw a picture.....



5. They wear blue shoes.....
6. They don't help you.....
7. He doesn't open the book.....
8. You do not write the letter.....
9. Does your brother pick you up?.....
10. Does the police officer catch the thief?.....

SIMPLE PAST TENSE

The following changes must be brought while changing simple past tense active sentences to simple past tense passive sentences.

verb 2nd form, did \Rightarrow was, were

Active	Passive (Be + past participle)
The news surprised me.	I was surprised by the news
The news surprised them.	They were surprised by the news.
Did she eat apples?	Were apples eaten by her?
They didn't play cricket.	Cricket wasn't played by them.

Remember: Passive voice is used when the focus is on the action. It is not important or not known, however, who or what is performing the action.

1 Exercise: Write passive sentences in simple past tense.

1. the test / write. **The test was written.**
2. the table / set.....
3. the cat / feed.....
4. the lights / switch on.....
5. the house / build.....
6. dinner / serve.....
7. this computer / sell / not.....
8. the car / stop / not.....
9. the tables / clean / not.....
10. the children / pick up / not.....



THE COMPREHENSIVE COURSE

PAST PERFECT & PRESENT PERFECT TENSE

The following changes must be brought while changing past perfect & present perfect active sentences to past & present perfect passive sentences.

has, have, had \Longrightarrow has been, have been, had been

Tense	Active	Passive
Present perfect	She has sent the letter.	The letter has been sent by her.
Present perfect	They have painted the wall.	The wall has been painted by them.
Past perfect	She had finished the job.	The job had been finished by her.
Past perfect	They had received the parcel.	The parcel had been received by them.

1 Exercise: Write passive sentences in past perfect tense.

- the postcard / send. The postcard had been sent.
- the pencils / count.....
- the door / close.....
- the beds / make.....
- the mail / write.....

2 Exercise: Rewrite the sentences in passive voice.

- I had worn blue shoes.....
- Sarah had cleaned the tables.....
- We had lost the key.....
- I had not closed the window.....
- Had she solved the problem?.....

PAST & PRESENT CONTINUOUS TENSE

The following changes must be brought while changing past continuous & present continuous active sentences to past & present continuous passive sentences.

verb ing \Longrightarrow Being

Tense	Active	Passive
Present continuous	The mechanic is fixing my car.	My car is being fixed by the mechanic.
Present continuous	We are playing soccer.	Soccer is being played by us.
Past continuous	She was washing the dinner dishes.	The dinner dishes were being washed by her.
Past continuous	I was washing the car.	The car was being washed by me.

1 Exercise: Rewrite the sentences in passive voice.

1. Laila is drinking a cup of tea.....
2. My father is washing the car.....
3. Farmer Badam is milking the cows.....
4. He is taking a picture.....
5. I am writing an English poem.....

2 Exercise: Rewrite the sentences in passive voice.

1. I was repairing their bikes.....
2. They were not eating dinner.....
3. We were not painting the gate.....
4. You were not driving him home.....
5. He was not feeding the dogs.....

SIMPLE FUTURE & FUTURE PERFECT TENSE

The following changes must be brought while changing simple future & future perfect active sentences to past & present perfect passive sentences.

will \Longrightarrow will be
 will have \Longrightarrow will have

Tense	Active	Passive
Simple Future	My parents will take us to the park.	We will be taken to the park by my parents.
Simple Future	She will do the homework tomorrow.	The homework will be done by her tomorrow.
Future Perfect	He will have received the letter.	The letter will have been received by him.
Future Perfect	He will have bought the car.	The car will have been bought by him.

1 Exercise: Write passive sentences in simple future tense.

1. the windows / clean. **The windows will be cleaned.**
2. the message / read
3. the thief / arrest
4. the photo / take
5. the ring / find / not

2 Exercise: Rewrite the sentences in passive voice.

- 1 I Will have written a letter.....
- 2 He Will have cooked Food.....
- 3 They Will have Played football.....
- 4 She Will have made cake.....
- 5 He Will have learnt English.....
- 6 A doctor has examined the sick child.....
- 7 The police arrested Kabir Ali.....
- 8 A large number of people speak Arabic.....
- 9 The secretary is going to type the letter.....
- 10 The teacher's explanation confused Abdullah.....
- 11 My mistake embarrassed me.....
- 12 Helicopters fascinate children.....

TRANSITIVE & INTRANSITIVE VERBS

A **transitive verb**, used with a direct object, transmits action to an object and may also have an indirect object, which indicates to or for whom the action is done. In contrast, an **intransitive verb** never takes an object.

Transitive verbs

Active: Ahmad mailed the letter.

Passive: The letter was mailed by Ahmad.

Intransitive verbs

Active: An accident happened.

Passive: not possible

Key Points:

- P - Place expression
- A - Adjective
- T - Time expression
- A - Adverb
- P - Preposition

Remember: An intransitive verb cannot be used in the passive and also if we have, place expression, adjective, time expression, adverb, and preposition directly come after the main verb then such sentences cannot be changed to passive.



1 Exercise: Change the sentences to the passive if possible.

1. Ahmad walked to school yesterday. (no change is possible)
2. We stayed in a hotel.....
3. Rehan broke the window.....
4. The leaves fell to the ground.....
5. I slept at my friend's house last night.....
6. The wicketkeeper caught the ball.....
7. That book belongs to me.....
8. The teacher announced a quiz.....
9. Do you agree with me?.....
10. Many people saw the accident.....

RUN & PLAY

Sarah returns home. She cannot believe her eyes!

Her kids, Laila and Yasir, are in the living room. They run around the big and expensive table and shout. This game is enjoyed by them very much.

Sarah stands and looks at them. This is what she sees and hears:

Yasir is asked to wait for Laila, but he does not wait. He continues to run. So Laila's request is changed. Now Yasir is asked to help Laila. Yasir stops and Laila is helped. (Sarah is impressed!)

Now Sarah is invited to join them. "Yes, mummy! Come and join us!" Laila and Yasir shout.

So Laila and Yasir are joined by Sarah. They run and play. This game is enjoyed very much by all of them. Laila kisses Yasir. Yasir kisses Laila. Then Sarah is kissed, too.

Now Sarah wants to rest, so she goes into her bedroom. But there are many things on her bed. They are moved by the kids. A blanket is needed and Lisa receives it. She now sleeps in her bed. Laila and Yasir are at home, so they are protected by their loving mother.

But, wait! What is that terrible mess? Oh no, the big and expensive table is smashed! Well, the table was not so protected . . .

A. Underline all the passive sentences in the story above.



B. Rewrite the story using simple present tense active sentences.

.....

.....

.....

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.....

.....

PASSIVE VOICE FOR IMPERATIVE SENTENCES

Passive Imperative Sentence Formation: Lets + object + be/Not be +past participle or 3rd form.

REMEMBER: For sentences containing, request, advice and order, we will use you are requested to, advised to and ordered to. And always remove please and kind if they are given in the sentence.

Active Voice	Passive Voice
Shut the door.	Let the door be shut.
Post the letter at once.	Let the letter be posted at once.
Always speak the truth.	Let the truth always be spoken.
Do not starve the cow.	Let the cow not be starved.
Let him help his brother.	Let his brother be helped by him.
Clean your room.	Let your room be cleaned.
Learn your lesson.	Let your lesson be learnt.
Please do me a favor tonight.	You are requested to do me a favor tonight.
Get out of my house.	You are ordered to get out of my house.
Kindly do not smoke in public place.	You are requested not to smoke in public place.



1 Exercise: Change the following imperative sentences into passive voice. The first one has been done for you.

1. Leave the room at once. **You are ordered to leave the room at once.**
2. Bring a glass of water for me.....
3. Go to market immediately.....
4. Please help me.....
5. Please take pity on him.....
6. Please keep this book on the table.....
7. Always speak the truth.....
8. Always respect your elders.....
9. Leave the room, please.....
10. It is time to start the work.....

2 Exercise: Change the following imperative sentence into passive voice using 'Let'.

1. Respect your elders.....
2. Start your work now.....
3. Close the window.....
4. Help the poor.....
5. Do not insult the beggar.....
6. Obey your parents.....
7. Mind your own business.....
8. Do not take overripe fruit.....



THE COMPREHENSIVE COURSE

MODAL/CONDITIONAL PASSIVE

Modal/conditional passive is the passive of all the modal auxiliary verbs.

Subject + auxiliary verb + be + 3rd form of verb + rest of sentence

Active: He will teach English.

Passive: English will be taught by him.

Active: He must play cricket.

Passive: Cricket must be played by him.

Active: He can speak English.

Passive: English can be spoken by him.

1 Exercise: Rewrite the sentences in passive voice.

1. I can answer the question.....
2. She would carry the box.....
3. You should open the window.....
4. We might play cards.....
5. You ought to wash the car.....
6. He must fill in the form.....
7. They need not buy bread.....
8. He could not read the sentence.....
9. Will the teacher test our English?.....
10. Could Ahmad lock the door?.....

STATIVE PASSIVE

Stative passive is a passive which doesn't have active form. Stative passives are verb-like words that follow "be" in sentences and function as adjectives.

The door is broken.

The door is locked.

Stative passives indicate a status or condition which may exist over a period of time. In contrast, action verbs often indicate a change from one status to another.

We got married in 1998. (Action: We changed from "single" to "married.")

We are married now. (Status: Our current condition is "married.")



THE COMPREHENSIVE COURSE**PRESENT PASSIVE INFINITIVE**

Subject + infinitive verb + to be + 3rd form of verb + by phrase

He wants to be taught by his teacher.

I wish to be helped by my brother.

PRESENT PASSIVE GERUND

subject + gerund verb + being + 3rd form of verb + by phrase

He appreciates being invited by his friends.

I enjoy being given the chance by my teacher.

PAST PASSIVE INFINITIVE

Subject + infinitive verb + have to + been + 3rd form of verb + by phrase

She wants to have been taught by his brother.

PAST PASSIVE GERUND

Subject + gerund verb + having + been + 3rd form of verb + by phrase

He appreciates having been invited by his friend.

Or

He appreciated having been invited by his friends.

USING THE “BY PHRASE”

The by phrase is used in passive sentences when it is important to know who performs an action.

a) The sweater was made by my aunt.

Usually there is no “by phrase” in a passive sentence. The “by phrase” is not used when it is not known or not important to know exactly who performs an action. In (b): The exact person (or people) who made the sweater is not known and is not important to know, so there is no “by phrase” in the passive sentence.

b) That sweater was made in Japan. (by someone)

c) Spanish is spoken in Colombia. (by people)

d) That house was built in 1950. (by someone)

e) Rice is grown in many countries. (by people)



SECTION B - READING

HOW TO COPE WITH INSOMNIA

[Millions of people are plagued by difficulty in falling asleep and staying asleep. Here are some medically proven ways to get a better night's sleep without dangerous or habit forming drugs.]

1 Many of us still believe that in order to be healthy we must have eight hours of sleep a night; or that if we sleep poorly over a period of time, we'll get lines in our faces, bags under our eyes, a worn look, and worst of all, be unable to perform our daily tasks efficiently.

2 "Untrue" says Dr. Alice Kuhn Schwartz, psychologist and co-author of *Somniquest*. "You may look awful to yourself, except for the first hour or so in the morning when you probably will be puffy-eyed due to depletion of a certain hormone that's the result of lack of sleep, you'll soon look like your usual self and perform normally. If you do feel worn, the cause is stress, not lack of sleep. Also, there is not set number of hours you must sleep to maintain good health. Some people get along beautifully on four and a half hours, others sleep nine hours. Anywhere within that range is normal."

WHAT CAUSES INSOMNIA?

3 Recent studies of patients at sleep clinics have revealed significant facts about the causes of insomnia as well as ways to deal with it. It's no surprise that stress and depression (over family, healthy, job, or other problems) are linked to insomnia. Also, insomnia may be caused by physical illness: itching, aches, asthma, arthritis, ulcers, and heart problems that involve shortness of breath or difficulty in breathing.

4 In order to overcome insomnia, millions of Americans turn to drugs both over the counter drugs and prescription drugs. "No pill will produce normal sleep," Says Dr. James Minard, sponsor of sleep studies at New Jersey Medical School. "You reach no proper levels of sleep through a pill; you're merely sedated."



HOW CAN YOU CURE IT?

5. What can you do if you suffer from insomnia? Two things: you can eat certain foods that will help you fall asleep and stay asleep, and you can do certain things that are sleep-inducing. Here are some guidelines Dr. Schwartz has worked out after years of research.

- a. If you've had a bad night's sleep, don't stay in bed later the next morning.
- b. Don't go to bed earlier the next night. Stick to your usual bed time and rising pattern.
- c. Don't nap during the day. Naps cut down on night sleep time.
- d. Never lie awake in bed for more than 30 minutes. By lying in bed sleepless you form an association between your bed and sleeplessness, thus reinforcing your poor sleeping pattern.
- e. When you get out of bed after half an hour of sleeplessness, do something, but make sure it's something dull. Read a book that doesn't interest you much. Never watch TV or listen to the radio.
- f. Try sitting still in a chair in a darkened room; you'll be surprised how fast you'll get sleepy.
- g. When you retire for the night, don't lie there rehashing the mistakes of the day. Nor is this the time to plan your next day's activities-you may become too anxious or overstimulated.
- h. Get as much exercise as possible, preferably early in the day. Exercise is a great sleep inducer.
- i. Develop a bedtime routine: closing up the house and turning out the lights in a certain way, bathing, plumping up the pillows. Sleep studies show that doing things in a sequence-in a way that tends to calm and soothe-can help you achieve a good sleep pattern.

6. As for food intake to help you sleep, make sure that your daily diet is a balanced one and high in tryptophan, an amino acid found in certain foods. The body converts tryptophan to L-tryptophan and then to serotonin, a body chemical crucial to the sleep process. Foods rich tryptophan and are: whole or skim milk, eggs, cheese, meat, cashews, peanuts, apples, bananas, cherries, figs, dried prunes, and watermelon. If you include foods high in tryptophan in your daily diet, and incorporate some of the sleep-inducing activities into your life, the chances are good that you will achieve a pattern of restful, soothing sleep.



A. Analysis of ideas and relationships: Circle the letter next to the best answer.

1. The main idea of this article is that:

- a) Insomnia is a common problem, but there are no cures for it.
- b) There are ways to cope with insomnia.
- c) People with insomnia tend to be unhealthy.

Please explain your answer.

.....

.....

2. Paragraph 2 explains:

- a) Why the statements in paragraph 1 are untrue.
- b) Why you should sleep 8 hours every night.
- c) Why you look awful to yourself.

3. Paragraph 3 gives examples of:

- a) Recent studies at sleep clinics.
- b) Ways to deal with insomnia.
- c) Some causes of insomnia.

4. Read paragraph 4. If a person with sleep problems came to Dr. Minard, he would:

- a) Probably not recommend a sleeping pill.
- b) Definitely recommended a sleeping pill.
- c) Have the person sedated.

Why did you choose your answer?.....

5. The third sentence in paragraph 6 is a list of foods. Paragraph 6:

- a) Does not explain why these foods are listed here.
- b) Says to avoid the foods listed.
- c) Highly recommends that you eat the foods listed.



B. INTERPRETATION OF WORDS & PHRASES: Circle the letter next to the best answer.

1. In paragraph 1 (“many of us still believe...), still means:
 - a. Even now
 - b. Quietly
 - c. Carefully
2. Worst of all, we’ll be unable to perform our daily tasks efficiently:
 - a. The best one can say is that
 - b. The most unpleasant aspect is that
 - c. Regardless of what else we might want to do with our time
3. Except for the first hour or so, you’ll look like your usual self.
 - a. During
 - b. For approximately
 - c. Other than
4. “If you do feel worn, the cause is stress...
 - a. Tired
 - b. Old
 - c. Like wearing old clothes
5. Millions of Americans turn to drugs to overcome insomnia
 - a. Refuse to use
 - b. Decide to use
 - c. Open bottles of
6. “Stick to your usual bedtime and rising pattern.”
 - a. Keep on using
 - b. Change
 - c. Add something to
7. In paragraph 5, sentence F (“Try sitting still in a chair...”), still means:
 - a. Even now
 - b. Quietly
 - c. Carefully
8. “Make sure your daily diet is a balanced one...
 - a. Prepare fresh foods so
 - b. Don’t worry whether
 - c. Be careful to ensure that
9. In paragraph 6, what is tryptophan?
 - a. An amino acid that is converted to serotonin
 - b. An amino acid that is balanced
 - c. An amino acid found in all food



C. SYNONYMS: From this list, choose a synonym for the word underlined in each sentence. Use appropriate tense for verbs and singular or plural forms for nouns.

- | | | |
|---|------------------------|-----------------------|
| 1. You do not need sleep a <u>set</u> number of hours. | To calm | connected |
| 2. Exercise is one of the best cures for <u>insomnia</u> . | Helpful suggestion | Important |
| 3. The report told all the <u>significant</u> facts about insomnia. | the inability to sleep | in the specific order |
| 4. Depression and stress are <u>linked</u> to insomnia. | only | specific |
| 5. If you take sleeping pills, you are <u>merely</u> sedated. | to strengthen | to take in |
| 6. Here are some <u>guidelines</u> for overcoming insomnia. | | |
| 7. Try to <u>reinforce</u> your good sleeping habits. | | |
| 8. Be sure to follow the directions in <u>sequence</u> , or else you'll have trouble! | | |
| 9. A hot bath <u>soothes</u> and relaxes me before I go to sleep. | | |
| 10. The report <u>incorporates</u> many ideas about sleep. | | |

D. PREPOSITIONS & VERBS-COMPLETERS: Write any appropriate preposition or verb completers in the blank spaces.

- order be healthy, we must have eight hours..... sleep.
- If we sleep poorly, we'll get lines..... our faces and bags..... our eyes.
- Except the first hour or so the morning, you'll look like your usual self.
- Anywhere that range is normal.
- Recent studies have revealed significant facts..... the causes..... insomnia as well as ways..... deal it.
- What can you do if you suffer insomnia?
- lying bed sleepless, you form an association..... your bed and sleeplessness.
- When you get..... bed, do something dull.
- Doing things..... a way that tends..... calm and soothe can help you achieve a good sleep pattern.
- Incorporate some..... the sleep-including activities..... your life.



THE COMPREHENSIVE COURSE

E SPECIAL EXPRESSIONS : These special expressions are all related to the topic of sleep. In the following sentences, fill in each space with an appropriate expression.

to go to bed to fall asleep to stay in bed to sleep sleep	asleep-sleeping awake to lie awake to wake up to wake (someone) up	to be awakened by to get up to rise to sleep late to take a nap to nap
---	--	---

1. My brother usually..... at 6:30 A.M and immediately.
2. Last night he..... at 11:30 pm, but couldn't..... until past 1:00 A.M. He..... for a long time thinking about some problems.
3. Since tomorrow is a holiday, I can..... (I don't have to get up early.)
4. My children always..... me early on Sunday mornings.
5. People generally..... about eight hours a night.
6. Yesterday I a loud noise outside my window at 5:00 A.M.
7. Young children often become..... in the afternoon, and their mothers make them.....
8. Last night I couldn't sleep. I went to bed at my usual....., but I stayed awake almost all night.
9. When I was sick, the doctor told me to..... and rest.

F. ORAL COMMUNICATION: The use of smart phones, social media and online gaming have contributed to people sleeping poorly nowadays. Do you agree or disagree?

GROUP A	GROUP B

Teacher Guide

Split the students into two groups and let them have a debate on whether the use of smart phones, social media and online gaming have ruined sleeping pattern of most people.



QUOTED SPEECH & REPORTED SPEECH

Quoted Speech/Direct Speech

Saying exactly what someone has said is called direct speech or sometimes called quoted speech.

Inside Unit: 3

Quoted & Reported Speech	52	Here what a person says appears within quotation marks/quotes/inverted commas ("...") and should be word for word.
Reporting Clause & Reported Clause	52	
Tense Change	53	<i>For example:</i>
Modal verb forms change	54	He said, "Today's lesson is on presentations."
Stating Facts	55	Or "Today's lesson is on presentations", she said.
Time Change	55	
Pronoun Change	55	
Reporting verbs	56	
Use of that in reported speech	57	
Reading Section	58	<i>For example:</i>

Indirect Speech / Reported Speech

Indirect speech (sometimes called reported speech), doesn't use quotation marks to enclose what the person said and it doesn't have to be word for word.

For example:

"I'm going to the cinema", he said. (Quoted speech)
He said he was going to the cinema. (Reported speech)

Reporting Clause & Reported Clause

Quoted Speech is made of two parts: Reporting Clause and Reported Clause.

Remember: When the verb of Reporting Clause (reporting verb) is in a present, present perfect or future tense, we can not change the tense in Reported Speech.

Example:

Quoted Speech: Ahmad says, "I am trying to get a taxi."

Reported Speech: Ahmad says (that) he is trying to get a taxi.

Key Points:

- Quoted speech & reported speech are also called direct & indirect speech.
- Quoted Speech is made of two parts: Reporting Clause and Reported Clause



Quoted Speech: Haroon Rasheed has said, "I will never get married."

Reported Speech: Haroon Rasheed has said (that) he will never get married."

Quoted Speech: I will say, "I have spoken the truth."

Reported Speech: I will say (that) I have spoken the truth.

TENSE CHANGE

As a rule when you report something someone has said you go back a tense.

Direct speech	Indirect speech
Present simple She said, "It's cold."	Past simple She said it was cold.
Present continuous She said, "I'm teaching English online."	Past continuous She said she was teaching English online.
Present perfect simple She said, "I've been on the web since 1999."	Past perfect simple She said she had been on the web since 1999.
Present perfect continuous She said, "I've been teaching English for seven years."	Past perfect continuous She said she had been teaching English for seven years.
Past simple She said, "I taught online yesterday."	Past perfect She said she had taught online yesterday.
Past continuous She said, "I was teaching earlier."	Past perfect continuous She said she had been teaching earlier.
Past perfect She said, "The lesson had already started when he arrived."	Past perfect NO CHANGE - She said the lesson had already started when he arrived.
Past perfect continuous She said, "I'd already been teaching for five minutes."	Past perfect continuous NO CHANGE - She said she'd already been teaching for five minutes.

1 Exercise: Change the sentences into reported speech, using the correct tense.

1. He said, "I have enough time to finish the job.".....
2. They said, "We haven't been to the art gallery for a long time."
3. He said, "There is our taxi.".....
4. He said, "I have lost my wallet.".....
5. She said, "I wrote him a letter.".....
6. You said, "I have already eaten lunch.".....
7. He said, "He is playing cricket.".....



MODAL VERB FORMS CHANGE

Modal verb forms also sometimes change while changing from Quoted Speech to Reported Speech.

Direct speech	Indirect speech
will She said, "I'll teach English online tomorrow."	would She said she would teach English online tomorrow.
can She said, "I can teach English online."	could She said she could teach English online.
must She said, "I must have a computer to teach English online."	had to She said she had to have a computer to teach English online.
shall She said, "What shall we learn today?"	should She asked what we should learn today.
may She said, "I may open a new browser"	might She said that she might open a new browser.

Note - There is no change to; could, would, should, might and ought to.

1 Exercise: Change the sentences into reported speech, using the correct modal verb forms.

1. He said , "I won't have enough time to finish the job.".....
2. She said, "Sarah could help me with my luggage.".....
3. She said, "I can get home on my own.".....
4. He said, "I'll think about it.".....
5. She said , "I should have phoned my mother".....
6. Ahmad said, "I may visit you soon.".....

STATING FACTS

We can use the present tense in reported speech if you want to say that something fact or something is still true.

For example:

My name has always been Hussain and will always be Hussain.

Direct Speech: *"My name is Hussain"*, He said.

Indirect Speech: He said his name was Hussain or He said his name is Hussain.



THE COMPREHENSIVE COURSE

TIME CHANGE

If the reported sentence contains an expression of time, you must change it to fit in with the time of reporting.

Now	+ 24 hours - Indirect speech
"Today's lesson is on presentations."	She said yesterday's lesson was on presentations.

Expressions of time if reported on a different day

this (evening)	› that (evening)
today	› yesterday ...
these (days)	› those (days)
now	› then
(a week) ago	› (a week) before
last weekend	› the weekend before last / the previous weekend
here	› there
next (week)	› the following (week)
tomorrow	› the next/following day

PLACE CHANGE

If we report something that someone said in a different place to where we heard it we must change the place (here) to the place (there).

At Work	At Home
She asked me "How long have you worked here?"	She asked me how long I had worked there.

PRONOUN CHANGE

In reported speech, the pronoun often changes.

Direct Speech: She said, "**I** teach English online."

Indirect Speech: *She said **she** taught English online.*

Direct Speech: He said, "**I**ll think about it."

Indirect Speech: He said that **he** would think about it.



REPORTING VERBS

Said, told and asked are the most common verbs used in indirect speech.

We use asked to report questions:-

For example: I asked Hussain what time the lesson started.

We use told with an object.

For example: Hussain told me he felt tired.

Note - Here me is the object.

We usually use said without an object.

For example: Hussain said he was going to teach online.

If said is used with an object we must include to ;

For example: Hussain **said to** me that she'd never been to China.

Note - We usually use told.

For example: Hussain **told** me (that) she'd never been to China.

There are many other verbs we can use apart from said, told and asked.

These include:-

accused, admitted, advised, alleged, agreed, apologized, begged, boasted, complained, denied, explained, implied, invited, offered, ordered, promised, replied, suggested and thought.

Using them properly can make what you say much more interesting and informative.

For example:

He asked me to come to the party.

He invited me to the party.

He begged me to come to the party.

He ordered me to come to the party.

He advised me to come to the party.



THE COMPREHENSIVE COURSE

USE OF THAT IN REPORTED SPEECH

In reported speech, the word **that** is often used.

For example: He told me **that** he lived in Syria.

However, that is optional.

For example: He told me he lived in Syria.

Note - That is never used in questions, instead we often use if.

For example: He asked me if I would come to the party.

1 Exercise: Complete the sentences in reported speech.

1. He said, "I like this song." → He said
2. "Where is your sister?" she asked me. → She asked me.....
3. "I don't speak Turkish," she said. → She said.....
4. "Say hello to Jama," they said. → They asked me.....
5. "The film began at seven o'clock," he said. → He said.....
6. "Don't play on the grass, boys," she said. → She told the boys.....
7. "Where have you spent your money?" she asked him. → She asked him.....
8. "I never make mistakes," he said. → He said.....
9. "Does she know Robert?" he wanted to know. → He wanted to know.....
10. "Don't try this at home," He told the audience. → He advised the audience.....
11. "It is too late to apologize," I said. I said it..... too late to apologize.
12. "I have replied to them," claimed Asad. Asad claimed that..... to them.
13. "I could fall down the stairs," said my grandma. My grandma said down the stairs.
14. "I will pay for it tomorrow," he suggested. He suggested he would pay for it.....



SECTION C - READING

ISLAMIC CONCEPT OF SLAVERY

" And those who guard their chastity (i.e. private parts from illegal sexual acts). Except from their wives or the (slave women) whom their right hands possess. For (then) they are not blame worthy." [70:29-30]

Slavery had existed for a long time; it can be authentically traced back to the time of Ibrahim peace be upon when Sarah was given a slave girl Hajar by a king, the story is narrated by Imam Al-Bukhari .

It was practiced by the prophets and the Messengers including both, Ibrahim peace be upon him and the last Prophet and Messenger of Allah . ﷺ How it begun, Allah knows best, but from the Qur'an it appears that the reason behind taking someone as a slave were different at different times. For example Allah says in the Qur'an " They (i.e. Yusuf's brothers) said " His penalty should be that he, in whose bag it is found, should be held for the punishment (as slaves). Thus we punish the Zalimun." 12:75 "...Thus did We plan for Yusuf. He could not take his brother by the law of the king (as slave)", except that Allah willed it (so, Allah made the brothers to bind themselves with their way of punishment - enslaving of a thief.)" 12:76 From these two verses the Mufasssireen (the explainers of the Quran) conclude that the legal punishment for a thief in the sharia'h of Ibrahim was to be taken as a slave. Some are of the opinion that in the sharia'h of Ibrahim a thief was to be taken as a slave for one year.

However, in the sharia'h of Mohammad a person can only be taken as a slave when the message of Islam reaches him, but if he rejects it, then he is overpowered. The people of the Book and Majoos can get away with slavery by paying Jizyah. Allah says " So when you meet (in fight) those who disbelieve, smite (their) necks till when you have killed and wounded many of them, then bind a bond firmly (take them as captives)...until the war lays down its burden." 47:4 "[until the war lays down its burden](#)" Mujahid said " Until Isa Bin Maryam descends." [At-Tabari] From the authentic ahadith and the comment of Mujahid it is apparent that slavery is permissible until the Isa Bin Maryam descends, when the disbelievers will have the only option of accepting Islam.



Analysis of ideas and relationships: Circle the letter next to the best answer.

1. In paragraph 1, sentence 2.
 - a. Gives an example of sentence 1.
 - b. Provides a contrast to sentence 1.
 - c. Provides evidence to sentence 1.

2. In paragraph 2, the verse of the Quran suggests
 - a. In Shariah of Ibrahim peace be upon him, the punishment for stealing was to cut hand.
 - b. The thieves should be hanged.
 - c. In Shariah of Ibrahim peace be upon him, the punishment for stealing was that the thief should be taken as a slave.

3. Paragraph 3 is about.
 - a. The importance of slavery
 - b. The roots of slavery
 - c. Slavery in the sharia'h of Prophet Mohammad peace and blessings of Allah be upon him.

4. One - sentence summary of the first sentence in the last paragraph is
 - a. If he rejects Islam, he is to be taken as a slave.
 - b. If he mocks Islam he is to be taken as a slave.
 - c. If he is not a Muslim he is to be taken as a slave.

5. In paragraph 3, the slavery is permissible until.....
 - a. the time of Ad-Dajjal
 - b. the time Yajuj Majuj.
 - c. the time of Isa bin Maryam peace be upon him.

What information in the paragraph leads you to this conclusion.

.....

.....



SYNONYMS

Rewrite each sentence, choosing an appropriate synonym from the list below for the italicized words. Be sure to use correct verb tenses and singular or plural forms for nouns.

cleverness - without question - curve - to feed - location - to produce - productive - remains remarkable - to verify

1. The lion nurtured her young until they were big enough to hunt for themselves.
2. All over Rome you can see the remnants of various periods of the city's history.
3. Mr. Pervez indicated with his hands all the land he owned.
4. How many more interesting sites will these archeologists find?
5. Ahmad recites surah ar-Rehman extraordinarily well.
6. You should always confirm your airline reservations before your return flight.
7. The new methods in that factory yielded better results and happier employees.
8. Hussain was riding the bike so carelessly that it was inevitable that he would have an accident.
9. Mohammad ibn Musa Al-Khwarizmi ingenuity led to many inventions.
10. If everybody takes an active part and says what he thinks the discussion will be fruitful.

ANTONYMS

Each sentence contains some opposite words. Circle the word which completes the sentence accurately.

1. The innocent man (confirmed - denied) that he had stolen the money.
2. Sarah explains things with such (clarity - mystery) that she is always easy to understand.
3. No one lives in the (inhabited - deserted) house.
4. After the old man died, he was (unearthed - buried) in a cemetery.
5. If you (produce, destroy) all those books, you won't have any left.
6. Ali walks so fast that it is impossible to (keep ahead of - stay behind) him.
7. That (advanced, backward) child learned to read when she was three years old.
8. After I get paid, I have to (collect, disperse) my money to pay my bills.
9. (Extend, contract) your arm through the fence to reach the flower.
10. My talks with my boss were (fruitful, unprofitable). I will probably get a promotion soon.



VOCABULARY

UNIT 1: READING SECTION (A) VOCABULARY

- | | |
|-------------------|---|
| 1. Own | V Possess, have, keep, retain. |
| 2. Sail | V Travel in a boat with sails, especially as a sport or recreation. |
| 3. Marble | N A small ball of coloured glass or similar material used as a toy. |
| 4. Until | Pre Till, up to, up till, up until. |
| 5. Buggy | N A small motor vehicle, typically with an open top. |
| 6. Transportation | N Shipment, shipping, transit. |
| 7. Automobile | N A car. |
| 8. Purchase | V Buy, acquire, obtain, pick up, take, secure |
| 9. Supply | V Give, contribute, provide. |
| 10. Lucky | Adj Blessed, fortunate, favored. |
| 11. Sick | Adj Ill, unwell, under the weather, off color. |
| 12. Strange | Adj Unusual, odd, funny, weird, bizarre, unfamiliar. |
| 13. Meal | N Any of the regular occasions in a day when a reasonably large amount of food is eaten. |
| 14. Anymore | Adv To any further extent; any longer. |
| 15. Crops | N A cultivated plant that is grown on a large scale commercially, especially a cereal, fruit, or vegetable. |
| 16. Farmer | N A person who owns or manages a farm. |
| 17. Acre | N A unit of land area equal to 4,840 square yards (0.405 hectare). |
| 18. Rate | N A measure, quantity, or frequency, typically one measured against another quantity or measure. |
| 19. Downtown | N In or relating to the central part or main business and commercial area of a town or city. |
| 20. Already | Adv Before or by now or the time in question. |
| 21. Still | Adv Up to and including the present or the time mentioned; even now (or then) as formerly. |



VOCABULARY

UNIT 2: READING SECTION (B) VOCABULARY

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| 1. Insomnia | N |
| 2. Poorly | Adv |
| 3. Bag | N |
| 4. Efficiently | Adv |
| 5. Psychologist | N |
| 6. Depletion | N |
| 7. Lack | Adj |
| 8. Depression | N |
| 9. Arthritis | N |
| 10. Ulcer | N |
| 11. Overcome | V |
| 12. Cure | V |
| 13. Inducing | N |
| 14. Nap | N |
| 15. Anxious | Adj |
| 16. Overstimulated | Adj |
| 17. Soothe | V |
| 18. Intake | N |
| 19. Tryptophan | N |
| 20. Sequence | N |
| 21. Incorporate | V |